

**Board of Selectmen  
Meeting Minutes-Draft  
Monday, September 22, 2014  
7:15 PM**

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair, Mr. Greeley, Mrs. Mahon and Mr. Dunn  
Also present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan

1. Introduction of Management Analyst - Eve Margolis  
Adam W. Chapdelaine, Town Manager  
The Selectmen welcomed Ms. Margolis to the Town.
  2. CONSENT AGENDA
    - a. Minutes of Meetings: August 18, 2014; September 8, 2014  
Mrs. Mahon moved approval of the August 18, 2014 minutes. SO VOTED (4-0-1)  
Mr. Byrne abstained.  
Mrs. Mahon moved approval of the September 8, 2014 minutes. SO VOTED (4-0-1)  
Mr. Greeley abstained.
    - b. Appointments of New Election Workers: (1) Caitlin Buckley, 41 Oldham Road, U, Pct. 11; (2) Robert F. Buckley, 112 Newland Road, D, Pct. 11; (3) Margaret Reiners, 68 Claremont Avenue, D, Pct. 6
    - c. Request: Contractor/Drainlayer License  
G. Gullage Excavating, LLC, 150 Andover Road, Billerica, MA
    - d. Request: Contractor/Drainlayer License  
NPD Construction Corporation, P.O. Box 551, Woburn, MA
    - e. Request: Contractor/Drainlayer License  
Perennial Landscape Corporation, 22 Torrice Drive, Woburn, MA
    - f. Request: Contractor/Drainlayer License  
Sean Farrell Excavation, Inc., 53 Gilbert Street, Quincy, MA
    - g. Request: One Day Beer & Wine License, 9/29/14 @ Robbins Memorial Town Hall Auditorium for Charles H. Lyons Dedication - Selectmen's Hearing Room  
Board of Selectmen/Town Hall Events
    - h. Request: One Day Beer & Wine License, 10/11/14 @ Robbins Memorial Town Hall Auditorium for AHS Class of 1964 50th Reunion  
Pat Scully, Committee Co-Chairman
    - i. Request: One Day All Alcohol License, 10/18/14 @ Arlington Catholic High School for 'That 70's Reunion'  
Lee-Ann Pepicelli-Murray, Development Coordinator, ACHS
    - j. Request: One Day Beer & Wine License, 10/23/14 @ Masonic Hall, 19 Adademy Street for the Arlington Chamber of Commerce Recognition Banquet  
Jenn Tripp, Chamber Executive Director
    - k. Request: One Day Beer & Wine License, 10/24/14 @ Robbins Memorial Town Hall Auditorium for '4th Annual Out on the Town Gala' to Support the Arlington Youth Counseling Center  
Colleen Leger, Arlington Health and Human Services Charitable Corp.
- Mr. Dunn moved approval. SO VOTED (5-0)

## PUBLIC HEARINGS

3. NSTAR Petition/Maple Street-75 Broadway  
Richard Schifone, Supervisor Rights and Permits; (all abutters notified)  
Mrs. Mahon moved approval. SO VOTED (5-0)

## APPOINTMENTS

4. Transportation Advisory Committee  
Melissa M. Laube (term to expire 12/31/2015)  
Mr. Greeley moved approval. SO VOTED (5-0)

## LICENSES & PERMITS

5. Request: Common Victualler License (tabled from 9.8.14 meeting)  
Lisa's Family Pizzeria, 1345 Massachusetts Avenue, Antonio J. Pizzeria  
Withdrawn by applicant.
6. Request: Beer & Wine License (transfer)  
Szechuan's Dumpling, 1360 Massachusetts Avenue, Lisa Yee  
Mr. Greeley moved approval subject to conditions set forth. SO VOTED (5-0)

## 7. CITIZENS OPEN FORUM

There were no matters presented for consideration of the Board.

## TRAFFIC RULES & ORDERS/OTHER BUSINESS

- 8.(a) Discussion: Parking Concerns for Attendees of Mad in America International Film Festival, 10/ 9 – 10/ 12;  
(b) Request: Two One Day Beer & Wine Licenses: 10/9/14 @ Regent Theatre for Film Festival and 10/12/14 @ Robbins Memorial Town Hall for Gala Dinner and Awards Ceremony  
Laura Delano, Mad in America  
a) Mrs. Mahon moved to waive the parking fees in the Russell Common Lot for October 10<sup>th</sup> and 11<sup>th</sup> for the event and that it is not a long term policy. This will be reevaluated based upon results of the Parking Study Report. SO VOTED (5-0)  
b) Mr. Greeley moved approval of the beer & wine requests. SO VOTED (5-0)
9. Request: Three Spaces On Street Overnight Parking, 17 Linwood Street  
Debra Riccardi  
The Selectmen unanimously agreed after discussion that the Gibbs lot offers a good temporary parking solution.  
Mrs. Mahon moved no action. SO VOTED (5-0)
10. Vote: Busking Administrative Fee  
Douglas W. Heim, Town Counsel  
Mr. Curro moved approval of a \$12.00 yearly fee for a busking permit from January 1<sup>st</sup>-December 31<sup>st</sup>. SO VOTED (5-0)
11. Inter-Municipal Agreement - Yard Waste Disposal  
Adam W. Chapdelaine, Town Manager  
Mr. Chapdelaine requested the Board to authorize the agreement regarding disposal of yard waste and Christmas trees to Lexington's composting facility.  
Mr. Greeley moved approval. SO VOTED (5-0)
12. Discussion: Disposition of 1207 Massachusetts Avenue  
Adam W. Chapdelaine, Town Manager  
After discussion of the vacated property it was agreed upon to hold a public hearing in order to give residents an opportunity to comment on the future use of the property. Mr. Dunn also requested input from the Finance and Capital Committees.

Mr. Curro moved support to move forward with the Town Manager's suggestion.

SO VOTED (5-0)

13. Approval of Board & Manager Goals FY2015 - FY2016

Adam W. Chapdelaine, Town Manager

Mr. Greeley moved approval with the following changes:

1) Page 2 (H) ...Alewife Brook to federal class B waterway.

2) Page 3: 5(F) Implement and develop appropriate policies and procedures for electronic packets for the Board of Selectmen.

3) Add under the Town Manager goals: to install permanent Wi-Fi in the Selectmen's Office by a specified date.

SO VOTED (5-0)

14. Discussion: Selectmen's Handbook

Kevin F. Greeley, Selectmen (tabled from 9/8/14 meeting)

Mr. Greeley presented a process of how he will introduce sections of a Selectmen's Handbook to meetings for discussion and approval with a final handbook approval when it is complete. He will introduce a table of contents at the next meeting.

Mr. Curro thanked Mr. Greeley and suggested the handbook is always a work in progress to be re-approved yearly.

Mr. Dunn agreed and highly endorsed creating the handbook in sections.

Mrs. Mahon agreed the handbook will be a great tool for all and for future Selectmen.

Mr. Curro moved to support.

SO VOTED (5-0)

15. Vote: Nagaokakyo, Japan Letter of Support

Steven M. Byrne, Chair

Mr. Greeley moved support.

SO VOTED (5-0)

## CORRESPONDENCE RECEIVED

Remove 'No Parking' signs on Jason Street

David Bean, 50 Jason Street - Be Rec'd

Mrs. Mahon moved to refer correspondence to the Town Manager for review.

SO VOTED (5-0)

## NEW BUSINESS

Mr. Chapdelaine reported that Arlington received the SAMHSA Drug Free Communities Grant Award for \$125,000. for the Arlington Youth Health and Safety Coalition.

Mr. Curro announced that the Visitor Center is looking for volunteers to help man the center. The ribbon cutting was on Town Day and was well attended.

Mr. Greeley announced the dedication of the Charles H. Lyons Selectmen's Hearing Room on Monday, September 29, 2014 from 5:30 PM to 7:30 PM. Mr. Greeley stated that his wife, Annie, a local artist will have paintings on view during the dedication in the Town Hall.

Mrs. Mahon spoke in favor of Novus Agenda meeting management system but would like to suggest several enhancements at a later time to Mr. Kurowski.

Mr. Dunn thanked the office staff for their hard work and effort with Town Day.

Mr. Byrne also thanked the office staff and all the volunteers for the great effort on running Town Day.

Mrs. Mahon moved to adjourn at 8:50 PM.

SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan

Selectmen's Office

**Next scheduled meeting of BoS - October 6, 2014.**

9 / 22 /14

Agenda Item	Documents Used
2(a)	Draft minutes 8/18/14 & 9/8/14
2(b)	Election Worker's Records
2(c)	Contractor application & engineering recommendation
2(d)	Contractor application & engineering recommendation
2(e)	Contractor application & engineering recommendation
2(f)	Contractor application & engineering recommendation
2(g)	Contractor application & engineering recommendation
2(h)	Special (One-Day) application
2(i)	Special (One-Day) application
2(j)	Special (One-Day) application
2(k)	Special (One-Day) application
3	N-Star request & Engineering recommendation
4	Resume, request, meeting letter
5	CV application and inspection reports
6	ABCC application
8	Special (One-Day) application & parking permit request
9	Request, inspection report, meeting letter
11	Inter-Municipal Agreement
12	Town Manager recommendations
13	Draft FY2015-FY2016 Board of Selectmen Goals & Town Manager Goals
15	Japan letter of support
C.R.	D.Bean letter